

HEALTH EDUCATION & SCREENING

VIRGINIA DEPARTMENT FOR THE AGING

SERVICE STANDARD

Definitions

Health Education: The provision of information or materials, or both, specifically designed to address a particular health related issue. The activity may be preventive in nature and may promote self-care and independence. Health and nutrition education services include information concerning prevention, diagnosis, treatment, and rehabilitation of age-related diseases and chronic disabling conditions.¹

Health Screening: The provision of an assessment or screening to determine an individual's current health status, including counseling, follow-up and referral as needed. Health screening services are designed to detect or prevent illnesses, or both, that occur most frequently in older individuals.²

Eligible Population

Health Education and Screening Services are targeted to persons 60 years of age or older. Priority shall be given to older individuals with greatest economic and social need, with preference to low-income minority individuals and to those older persons residing in rural or geographically isolated areas.³

Service Delivery Elements

Health Education

The Area Agency on Aging or service provider must provide informative and educational opportunities for older persons to acquire knowledge about wellness, health related issues and self-care. These opportunities may include: group presentations and discussions, wellness clubs, classes, newsletters, and health fairs.

Health Screening

The Area Agency on Aging or service provider must perform all of the following components of health screening:

- Provide individual or group health screening.
- Provide the individual with the opportunity to learn about individual health status.
- Perform standard examinations, procedures, or tests to gather information about the individual's health or medical status.
- Assist the individual to follow up on screening results, if indicated.
- Refer the individual to a physician or treatment facility if medical attention is needed.

¹ Older Americans Act of 1965, as amended, Section 321

² Ibid.

³ Older Americans Act of 1965, as amended, Section 306(a)(4)(A)(i)

Assessment

- A service-specific assessment shall be performed on each potential client that determines whether the individual is eligible for the service, the amount of the individual's service-specific need, and the individual's level of priority for service delivery.
- If individual hours will be entered into the AIM system, Virginia Service – Quick Form (if Part “A” Uniform Assessment Instrument is not completed) is required.
- Use of the Virginia Service – Quick Form is recommended, but not required, if there are only optional units that will not be entered into AIM.
- Federal Poverty should be determined and documented. The Federal Poverty/VDA form may be used.
- Any fee for service charge to the client shall be determined by the applicable sliding fee scale.

Administrative Elements

Staff Qualifications

Whenever possible, the Area Agency on Aging or service provider shall utilize health experts and other qualified community resources to provide information, conduct screenings and advise on appropriate follow-up. When AAA or service provider staff are used, they shall possess the following minimum qualifications:

- Knowledge: Biological, psychological, and social aspects of aging; the impact of disabilities and illness on aging; community resources; public benefits eligibility requirements; disease prevention and health promotion; medical conditions; learning styles of older adults.
- Skills: Establishing and sustaining interpersonal relationships; problem solving; designing educational materials; public speaking; health screening.
- Abilities: Communicate with persons with varying socioeconomic backgrounds; work independently.

Job Descriptions⁴

For each paid and volunteer position funded by Title III of the Older Americans Act, an Area Agency on Aging must maintain:

- A current and complete job description which shall cover the scope of health education and screening services staff duties and responsibilities; and
- A current description of the minimum entry-level standards of performance for each job.

Units of Service

Units of service must be reported in AIM for each client receiving the service. Service units can be reported by client on a daily basis, but not aggregated (summarized) more than beyond one calendar month.

- Hours (individual) – The number of hours spent one-on-one providing health education and/or health screening services to the individual senior.
- Persons served (unduplicated) – The number of persons who are provided with the service and who receive individual hours.

⁴ 22 VAC 5-20-250, Grants To Area Agencies On Aging, Department for the Aging Regulations, Virginia Administrative Code

Individual Hours – Service activities provided to a specific individual; individual hours are required for AIM.

Optional Group Units (Not Entered into AIM)

- Group Participants – The number of people attending the presentation, meeting or program (activity provided to more than one person or in a group setting).
- Number of Group Presentations – Number of programs on health education/health screening topics

Group Units – These activities cannot be entered into the AIM system.

Program Reports

- Aging Monthly Report (AMR) to VDA by the twelfth (12th) of the following month. If the Area Agency on Aging provides this service, this report must be updated and submitted even if no expenditures or units of service occurred.
- AIM client level data transmitted to VDA by the last day of the following month.

Consumer Contributions/Program Income

There must be a written policy on handling of Client Program Income (CPI) and other gratuities and donations.⁵

Cost Sharing/Fee for Service: An Area Agency on Aging is permitted to implement cost sharing/fee for service for recipients of this service.⁶

And/or

Voluntary Contributions: Voluntary contributions shall be allowed and may be solicited for this service, provided that the method of solicitation is non-coercive.⁷

Quality Assurance

Staff Training

- At hiring, staff shall receive orientation on agency and departmental policies and procedures, client rights, community characteristics and resources, and procedures for conducting the allowable activities under this service.
- Workers shall receive a minimum of 10 hours of in-service or other training per year based on the need for professional growth and upgrading of knowledge, skills, and abilities.

Supervision

Consultation and supervision shall be available to all staff providing the service.

⁵ 22 VAC 5-20-410, Grants To Area Agencies On Aging, Department for the Aging Regulations, Virginia Administrative Code

⁶ Older Americans Act of 1965, as amended, Section 315(a)

⁷ Older Americans Act of 1965, as amended, Section 315(b)

Program Evaluation

The agency should conduct regular systematic analysis of the persons served and the impact of the service. Subcontractors shall be monitored annually.

Records

The AAA or service provider must maintain specific program documentation that includes:

- Service documentation.
- Consent to Exchange Information, if information is shared with other agencies.
- Virginia Service – Quick Form (if Part “A” Uniform Assessment Instrument is not completed). At a minimum, this form must be updated annually.
- Federal Poverty documentation and Cost Sharing (Fee for Service), if applicable, calculations must be part of the client record. The Federal Poverty/VDA Sliding Fee Scale form may be used.